

# **BASIC HACCP COURSE AGENDA**

## **Wisconsin Department of Agriculture, Trade and Consumer Protection**

### **DAY ONE**

#### **ORIENTATION AND INTRODUCTION TO ALLIANCE COURSE AND HACCP -**

**Dorn - 15 minutes Chapter 1**

8:00 AM

- Course Purpose
- Alliance and AFDO relationship
- HACCP for food safety introduction

#### **PREREQUISITE PROGRAMS AND PRELIMINARY STEPS - Rollins - 30 Minutes**

**Chapter 2**

8:15 AM

- Review of prerequisite programs prior to HACCP program implementation
- Sanitary standard operating procedures (SSOP's)
- Good manufacturing practices (GMP's)

#### **PRELIMINARY STEPS - Finger - 15 Minutes Chapter 3**

8:45 AM

- HACCP basics
- Flow chart development for a HACCP plan

#### **SEAFOOD SAFETY HAZARDS - Dorn - 75 minutes Chapter 4**

9:00 AM

- Biological (brief review of types, concerns and controls)
- Chemical (brief review of types, concerns and controls)
- Physical (brief review of types, concerns and controls)
- Introduction FDA's Hazards Control Guide (4th Edition, April 2011)

***BREAK - 10:15 AM***

#### **CONDUCTING A HAZARD ANALYSIS - Finger - 90 minutes Chapter 5**

10:30 AM

- Use the processing model to illustrate why and how to conduct an initial hazard analysis.
- Incorporate reference to FDA's "Hazard Guide"
- Introduce the Hazard Analysis Form

***LUNCH 12:00 PM - 12:45 PM***

## **Introduction to Group Exercises – Dorn**

12:45 PM

*Divide students into appropriate workgroups, to review and select appropriate work models.*

## **Exercise – Flow Chart and Hazard Analysis – All**

1:00 PM

## **DETERMINING CRITICAL CONTROL POINTS – Dorn – 30 minutes Chapter 6**

2:15 PM

- Define critical control points (CCP's)
- Example to identify CCP's
- Discuss the "Decision Tree" approach
- Reference use of FDA's "Hazards Guide"

**BREAK 2:45 PM**

## **DETERMINING CRITICAL CONTROL POINTS (continued) – Dorn – 30 minutes Chapter 6**

3:00 PM

## **ESTABLISHING CRITICAL LIMITS – Rollins – 60 minutes Chapter 7**

3:30 PM

- Define and list typical critical limits (CL's)
- Introduce the HACCP Plan Form
- Reference use of FDA's "Hazards Guide"
- Discuss use of operating limits

## **SEAFOOD SPECIFIC HAZARDS – Stoner - 45 minutes**

4:30 PM

- Identify key hazards of concern and review controls
- Reference FDA's "Hazards Guide"

**ADJOURN - Day One**

## **DAY TWO**

### **CRITICAL CONTROL POINTS MONITORING – Finger – 45 minutes Chapter 8**

8:00 AM

- Develop monitoring procedures for the teaching example
- Define and explain the purpose for monitoring
- Reference use of FDA's "Hazards Guide"

### **Exercise – Critical Control Point/Critical Limits/Monitoring – 45 Minutes – All**

8:45 AM

### **CORRECTIVE ACTIONS –Dorn – 45 minutes Chapter 9**

9:30 AM

- Define and explain need for predetermined corrective actions
- Reference use of FDA's "Hazards Guide"

***BREAK 10:15 AM***

### **ESTABLISH VERIFICATION PROCEDURES – Rollins – 60 minutes Chapter 10**

10:30 AM

- Define verification
- Review Completion of the HACCP Plan Form
- Discuss frequency for verifications
- Reference use of FDA's "Hazards Guide"

### **RECORDKEEPING PROCEDURES – Finger – 60 minutes Chapter 11**

11:30 AM

- Describe recordkeeping procedures through continued development of the teaching example
- What constitutes a viable, valid record?
- Distinguish HACCP and SSOP (sanitation) records and requirements
- Discuss record storage and retrieval (text and electronic)
- Reference use of FDA's "Hazards Guide"

***LUNCH 12:30 PM -1:15 PM***

### **Exercise – Corrective Actions/Verification/Recordkeeping – All**

1:15 PM

### **OVERVIEW OF FDA SEAFOOD HACCP REGULATION – Dorn – 60 minutes Chapter 12**

1:30 PM

- Discuss key points in the seafood mandate
- Describe interrelations of HACCP mandate with other directives

***BREAK 2:30 PM***

**OVERVIEW OF FDA SEAFOOD HACCP REGULATIONS (continued) - Dorn - 90 minutes *Chapter 12***  
2:45 PM

**REVIEW AND PRACTICAL WORK SESSION - All - 30 minutes**  
4:15 PM

***ADJOURN - Day Two***

### **DAY THREE**

**RESOURCES FOR PREPARING HACCP PLANS - Rollins - 30 minutes *Chapter 13***  
8:00 AM

**Finalize Group Work Sessions - All- 45 minutes**  
8:30 AM

**PRESENTATION AND DISCUSSION OF GROUP WORK SESSION RESULTS**  
9:15 AM

***BREAK 10:45 AM***

**WRAP-UP - Dorn - 60 minutes**  
11:00 AM

- Summary/concluding comments
- Q & A period
- Review student rosters for correctness of AFDO Certificates of Course Completion
- Evaluation and Course Completion Report

***ADJOURN***